



Waste and Recycling Section

Green and Healthy Schools Assessment

Reducing waste (using less “stuff” in the first place), reusing items, recycling, and composting save natural resources, energy, and landfill space. Practicing waste reduction and recycling can also save your school money. This audit will help identify current methods of handling waste at school and start you thinking about how these methods can be modified to make your school “greener”.

School Name: _____

Date: _____

Conducted By:

School Population

Students: _____

Staff: _____

A. Have each classroom complete the Waste Disposition Chart on page 6. Also complete one for the office, staff room, library, bathrooms, cafeteria, gym/locker rooms, library, custodial closet, and the shop.

B. Trash disposal at your school.

1. What percent of your school's waste is thrown away (not recycled or composted) each day? (Use the Waste Disposition Charts from each room to get your estimate.)

2. How many dumpsters does your school have?

3. What are the capacities (size) of each dumpster?

4. How often are they emptied?

☐ Daily

☐ Twice a week

☐ Weekly

5. On average, how full is each dumpster when it is emptied?

	Dumpster 1	Dumpster 2	Dumpster 3
Half full	_____	_____	_____
Almost full	_____	_____	_____
Full	_____	_____	_____
Overflowing	_____	_____	_____

6. Who picks up your trash?

☐ Municipality

☐ Private Hauler

☐ School Staff

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7. What did your school pay for trash disposal services?
Monthly _____
Annually _____
8. If figures are available from billing statements, how much waste is thrown away by your school (tons or cubic yards)?
Monthly _____
Annually _____
9. Where is the trash taken or where does it end up (be specific)?
10. Does your school burn any of its waste on site?
☐ Yes
☐ No
- If yes, what does it burn?

C. Recycling in your school.

1. Who does the recycling within your school building?
Students _____ Custodial staff _____
Teachers _____ Other _____
2. What percent of your schools waste is recycled each day? (Use the Waste Disposition Charts from each room to get your estimate.)
3. Does your school have an indoor area for storing recyclables?
☐ Yes
☐ No
4. Does your school have an outdoor area for storing recyclables?
☐ Yes
☐ No
5. How many recycling dumpsters or bins does your school have?
6. What is placed in each recycling bin or dumpster and what is the capacity (size) of each?
- | <u>Bin/Dumpster</u> | <u>Capacity</u> |
|---------------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
7. How often are they emptied?
☐ Daily
☐ Twice a week
☐ Weekly

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8. Who picks up your recyclables and takes them to a recycling center?
☐ Municipality ☐ Club
☐ Private Hauler ☐ Other _____
☐ School Staff
9. What does your school pay for recycling services?
Monthly _____
Annually _____
10. Does your school receive any income from recyclables?
☐ Yes
☐ No

If yes, how much? _____
11. Where do your recyclables go after they are taken from the school (be specific)?
12. What happens to recyclables after they leave the recycling center (be specific)?

D. Composting in your school.

1. Does your school leave grass clippings on the lawn/athletic fields?
☐ Yes
☐ No
2. Does your school rake up leaves?
☐ Yes
☐ No

If yes, what happens to them?
☐ Composted on site ☐ Burned on site
☐ Taken to a local composting facility ☐ Taken to a landfill
3. Does your school compost other yard waste (leaves, flowers, grass, garden weeds)?
☐ Yes
☐ No

If yes, what is composted?
4. What does your school do with dead branches and tree limbs?

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5. Does your school compost food waste?

☐ Yes

☐ No

If yes, who collects the food waste for composting?

What types of food do you compost?

Who manages the composting site?

How is the finished compost used?

E. Purchasing, Reduction and Reuse

1. Does your school or district buy recycled office paper?

☐ Yes

☐ No

2. Does your school or district buy other items made from recyclables?

☐ Yes

☐ No

If yes, list them:

3. Does your school buy items in quantity to reduce the amount of packaging and save money?

☐ Yes

☐ No

If yes, list them:

4. Does your school save paper by:

Storing records electronically?

☐ Yes ☐ No

Corresponding with staff by e-mail?

☐ Yes ☐ No

Corresponding with students by e-mail?

☐ Yes ☐ No

Managing finances electronically?

☐ Yes ☐ No

Giving tests on-line?

☐ Yes ☐ No

Printing on both sides of the paper?

☐ Yes ☐ No

Reusing scrap or paper written on one side?

☐ Yes ☐ No

5. Does your school extend the life of items by:
- Reusing large kitchen food storage containers?
☐ Yes ☐ No
 - Serving food on reusable trays?
☐ Yes ☐ No
 - Using metal silverware instead of disposable eating utensils?
☐ Yes ☐ No
 - Donating unclaimed "lost" items to a charity?
☐ Yes ☐ No
 - Collecting clothing, food, etc. for charities?
☐ Yes ☐ No
 - Sponsoring swap days?
☐ Yes ☐ No
 - Salvaging items for reuse when lockers are cleaned out at the end of the school year?
☐ Yes ☐ No
6. When classes go on field trips, do they:
- Recycle cans and bottles they brought with them?
☐ Yes ☐ No
 - Minimize the amount of trash they generate by using lunch boxes or cloth bags and reusable containers.
☐ Yes ☐ No

F. Curriculum and Community

1. Are waste reduction and recycling part of your school's curriculum?
☐ Yes
☐ No
- If yes, in what grades are they taught?
2. Has your school staff recently participated in any staff development programs for waste reduction and recycling?
☐ Yes
☐ No
3. Does your school participate in any problem solving waste reduction and recycling projects that benefit the community?
☐ Yes
☐ No
- If yes, what are they?
4. Some waste management facilities can be used as educational resources. Which are found in your community?
- | | |
|---------------------------------------|---|
| Landfill | <input type="checkbox"/> Yes <input type="checkbox"/> No; Location: _____ |
| Municipal Composting Site | <input type="checkbox"/> Yes <input type="checkbox"/> No; Location: _____ |
| Material Recycling Facility | <input type="checkbox"/> Yes <input type="checkbox"/> No; Location: _____ |
| Local solid waste or recycling office | <input type="checkbox"/> Yes <input type="checkbox"/> No; Location: _____ |

Waste Disposition Chart

Each room should conduct its own waste assessment and use it to help the school complete the school-wide assessment. This can be done at the end of a day, or more effectively, for one week.

Make a copy of this chart for each room (classrooms, bathrooms, cafeteria, gym, etc.)
Identify with a check (✓) which types of waste are found in each room/area and the method of disposal. Classrooms should only do top half of chart.

Room #/Name: _____ **Date of Assessment:** _____

Average number of students and staff using the room each day: _____

Classrooms

Type of Waste	Found in Room	Reused at Least Once	Method of Disposal			Estimated percent of room's waste ³
			Mainly Recycled	Mainly Composted	Mainly Thrown Away	
Mixed paper						
*Newspaper						
*Magazines						
*Cardboard						
Paperboard ¹						
*Aluminum Cans						
Steel Cans						
*Glass bottles/jars						
*Plastic Containers (#1&2)						
Other plastic containers						
Food waste						
Flexible packaging ²						
Pens/Pencils/Chalk/Markers						
Paper towels/tissues						
*Office paper						
Other containers						
Wood scraps						
Kitchen grease						
*Yard waste						
*Major Appliances						
*Vehicle batteries						
*Tires						
*Motor Oil						
Copy machine cartridges						
**Computers						
**Fluorescent bulbs						
Clothing						
Other:						

* Indicates items that are banned from landfills under Wisconsin's Recycling Law and should be recycled according to local ordinances.

** Indicates items that should be managed as hazardous waste unless they are recycled.

1 Paperboard includes non-corrugated paper containers like cereal and shirt boxes.

2 Flexible packaging includes plastic bags and pouches used to hold food and other items.

3 You may want to do more than a "visual" assessment and actually sort and weigh your room's waste for a day. See **Performing a Waste Audit** at: http://www.recycleworks.org/schools/s_audits.html.